

Application guidelines

1 Introduction and purpose

The principal long-term aim of **Moorfields Eye Charity (MEC)** is to support Moorfields Eye Hospital NHS Foundation Trust's (Moorfields) mission in three key areas: the carrying out of research, the delivery of teaching and professional education and the provision of patient care.

The purpose of the MEC Research Conference grant scheme is to support the dissemination of Moorfields derived research at virtual national and international conferences.

2 Expectations

Moorfields Eye Charity is a registered charity and individuals being supported by MEC are expected to make every possible effort to ensure they secure early bird or the most reasonable registration fees available.

Normally, applications can be made for up to two conferences each financial year.

2.1 Presentation templates

Award holders are expected to prepare presentations which adhere to the Moorfields Eye Hospital brand and style guidelines. Unless required by the conference organisers, we expect that standard Moorfields templates (or a brand and style compliant format) will be used for any conference attended.

Templates can be found on the intranet here under the corporate templates - <https://eyeq.moorfields.nhs.uk/corporate-identity-and-templates>

2.2 Acknowledgement of funding support

MEC contribution to the conference attendance must be acknowledged in all relevant poster, talk or publications using the format within the Moorfields template (posters) or written acknowledgement in oral presentations in the format '**Presentation of this work was supported by Moorfields Eye Charity**',

Please note that failure to include this acknowledgement will normally result in the withdrawal of funding and no expense claims, even if otherwise eligible, will be honoured.

2.3 Eligibility

Individuals within the eligible categories must hold a contract of employment with Moorfields at the time the conference is attended.

Fellows: Can apply to the MEC Research Conference Grant scheme if they are presenting research derived from Moorfields work at virtual national or international meetings.

Specialist Registrars: Can apply to the MEC Research Conference Grant scheme if they are presenting research derived from Moorfields work at virtual international meetings. Registration fees

will be expected to normally be paid for via deanery funding. National meetings will not be considered.

Other non-medical research active Moorfields staff: Can apply to the MEC Research Conference Grant scheme if they are presenting research derived from Moorfields work at virtual national or international meetings. Eligible staff will normally hold a full time or substantial contract of employment with Moorfields.

Honorary staff: Applications from staff with an honorary contract with Moorfields will only be considered where that individual is a medical graduate and appears on a relevant clinical profile in Moorfields at the time of application and the conference. For avoidance of doubt MEC expect these individuals to be part of a clinical service at Moorfields and as such are seeing patients in a capacity unrelated to research.

A study/protocol/audit number is required for every application. Where more than one individual is attending a virtual conference, evidence of different talks/posters (at least one per individual) must be provided.

Applications related to the following will not be considered

- Training courses (even if part of a research conference)
- Educational courses (even if part of a research conference)
- Attendance only at conferences applications
- Presentation of the same or very similar work at more than one conference

3 Application process

Applicants must submit a completed Research Conference Grant application form well in advance of the conference date to moorfields.eyecharity.researchgrants@nhs.net. The normal expectation is that applications will be made at **least 2 months prior** to the first day of the conference. Late applications may not be considered. Retrospective applications will not be considered.

Applicants are advised to start the process of applying for a MEC Research Conference Grant ahead of or in parallel to securing relevant study leave approval and acceptance to attend the conference. However, please note that any award would be conditional on securing these approvals and if these or any other conditions stated in the award letter were not satisfactorily met, funding to support attendance of the conference would not be forthcoming.

A completed application form should be submitted to moorfields.eyecharity.researchgrants@nhs.net

If the application is considered eligible and suitable for support, a conditional award letter will be issued with any outstanding requirements being detailed in the letter. Subsequent reimbursement of expenses will be subject to satisfactory completion of these conditions and adherence to all other grant conditions for the scheme.